



## CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY

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### JOB OPPORTUNITY BULLETIN

**Class:** Treasury Program Manager I  
**Tenure:** Permanent  
**Time Base:** Full-Time  
**Salary:** \$5181 - \$6437

Under the general direction of the Authority's Executive Director, Deputy Executive Director and the Operations Manager (Treasury Program Manager II), this position acts as the administrator of the Children's Hospital Program (CHP) and all Grant Programs.

### ESSENTIAL FUNCTIONS INCLUDE:

- Administer and oversee the operations of the CHP and its staff; serve as managerial liaison between the Authority and eligible hospitals; oversee program criteria to be applied to applications for funding, site visit standards, various forms including the grant applications, grant award agreement, funding request forms, site visit checklist, and various certification forms; continually monitor and update policy and procedural process to better serve the Authority's clientele; develop and amend CHP regulations as necessary and present regulations to the Office of Administrative Law for approval.
- Provides guidance for the Authority grant programs and professional staff. Coordinates existing and new grant programs, provides oversight of presentation to the Authority members on potential grants; monitor the volume of grants in each grant program, prepares necessary reports to management and the Legislature and make grant funding level recommendation to the Authority for the various grant programs.
- Coordinate through subordinate staff the review and approval/disapproval of CHP grant applications received; negotiate any issues with the eligible hospitals; notify applicants of the Authority's decision on their respective application; coordinate and perform site visits, compare the project progress to the approved project timeline, confirm completion of the project. Review and approve funding requests during the life of the project and for each phase of the project. Review documents from local government to ensure compliance with local laws and acquisition of appropriate certificates.
- Coordinate financing activities between the Authority and the Financing Committee at the State Treasurer's Office (STO), Pooled Money Investment Board (PMIB), the State Controller's Office (SCO), and the grant recipient; represent the Authority at PMIB public hearings to request a loan; represent the Authority at Finance Committee meetings to request the issuance of general obligation bonds to fund approved grants; notify the Public Finance Division at the STO that a PMIB loan has been obtained; calculate and allocate the cost of and interest on the PMIB loans and the general obligation bonds to all grant recipients as a portion of the cost allocation.

### MEMBERS

BILL LOCKYER, CHAIRMAN  
State Treasurer

JOHN CHIANG  
State Controller

MICHAEL COHEN  
Director of Finance

JUDITH N. FRANK

JAY HANSEN

ANN MADDEN RICE

OSCAR SABLAN, M.D.

JACK BUCKHORN

PEDRO REYES

**EXECUTIVE DIRECTOR**  
Ronald L. Washington

- Coordinate special projects, including the development of new programs and functions that further the intent of the STO and the Legislature in providing financial assistance to eligible hospitals, make recommendations to management on policy and procedure changes to be considered. Also serve as key liaison on the CHP for the Authority with eligible hospitals, STO, SCO, bond counsel, Legislature, and numerous public and private entities and individuals.

To view a copy of the duty statement, please visit [www.treasurer.ca.gov/careers](http://www.treasurer.ca.gov/careers)

#### **DESIRABLE QUALIFICATIONS:**

- Ability to supervise professional staff.
- Strong financial skills in accounting and auditing.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to handle multiple assignments and critical deadlines.
- Ability to recognize issues of political sensitivity, and to use tact and discretion when discussing and negotiating them.
- Knowledge of State budget administration and personnel practices.

#### **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

#### **WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have departmental promotional employment list eligibility as a Treasury Program Manager I.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office, Boards, Commissions, and Authorities are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "TPM I 324-002-4221-003" on your application/resume.**

#### **FINAL FILING DATE:**

Applications will be accepted **until filled**. Applications will be prescreened and only the most qualified individuals will be selected for an interview. No faxed or emailed applications will be accepted.

#### **SUBMIT APPLICATIONS TO:**

Michelle Bell  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL: PUBLIC (916) 653-3100 CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. CHFFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.